

---

**OPERATIONAL REPORTING**

---

AFMAN 10-206, 7 Mar 2000, is supplemented as follows. This supplement implements AFD 10-2, *Readiness*, and directly supports AFMAN 10-206, *Operational Reporting*. Air National Guard (ANG) reporting requirements are established with procedural guidance for reporting any significant event or incident. This supplement is applicable to all ANG units, except units assigned a pure air defense mission, who will comply with North American Aerospace Defense Command (NORAD), Joint CONUS NORAD Region (CONR) and ANG directives before and following federalization.

**PART 1**

**GENERAL CONCEPTS, POLICIES AND RESPONSIBILITIES**

**Chapter 1**

**1.3. Command Reporting Responsibilities:**

1.3.1. ANG units will report to the ANG Air Operations Center. The unit command post is responsible for the compilation, preparation, and transmission of all significant event/incident reports in a timely manner.

1.3.5. (Added) (ANG) ANG Responsibilities. The chief of the command post will coordinate OPREP-3 reporting requirements and criteria with lateral agencies (e.g., Security Forces, Maintenance, Operations, Disaster Preparedness, Fire, EOD, Services, etc.) to ensure that all events or incidents are promptly brought to the attention of the command post.

1.3.5.1. (Added) (ANG) Although most ANG command posts are not normally operational, except during Unit Training Assemblies (UTA), the command post will coordinate with lateral and staff agencies to continuously support and fulfill reporting requirements. OPREP-3 reportable events/incidents, which have been or will be reported by other channels, will not eliminate the requirement for an OPREP-3 report.

1.3.5.2. (Added) (ANG) The chief of the unit command post will ensure that qualified full-time operations personnel (Technicians/Active Guard Reserves) who are available during day-to-day operations are familiar with applicable reporting instructions in this publication. These reporting representatives will serve as points of contact when the command post is not operational and will be responsible for collecting data, determining reporting requirements, and up-channeling voice and record copy reports, as required.

1.3.5.3. (Added) (ANG) If the event/incident is reported during non-duty hours for units without continuous command and control, the ANG Air Operations Center will initiate the voice conference bridge and transmit the initial hardcopy report, unless the unit is capable of accomplishing reporting responsibilities. Further reporting responsibilities for the event/incident will be turned over to the unit during the next duty day for follow-up reporting.

## PART 2

### OPERATIONAL STATUS REPORTS

#### Chapter 3

**3.1. Subject and Purpose.** The reporting procedures established in this supplement are designed to provide the Director of the ANG and intermediate command levels with information necessary to support operational decision-making in a timely manner. Instructions and procedures established in this supplement and AFMAN 10-206 are applicable to all ANG units.

#### **3.3. Report Categories.**

3.3.11. HOMELINE (*OPREP-3H*) report is used to immediately notify the Director of the ANG of any event or incident impacting the ANG, or involving ANG resources, which do not meet higher level OPREP-3 submission criteria.

3.3.13. (Added) (ANG) Search and Rescue Report (SARREP). When activated for a Search and Rescue (SAR) contact, the ANG Air Operations Center provides a voice report using the SARREP voice template. Use this template for all mission completion, termination, or suspension reports and for on-going progress reports. The ANG Air Operations Center will generate an ANG mission number to assign with the Rescue Coordination Center (RCC) SAR mission number. When a mission is in progress, contact the ANG Air Operations Center at least once every 12 hours with an in-progress update report until the mission is completed, terminated, or suspended.

SARREP Voice Report Template:

“This is {Rank/Name} from the {Unit/DSN} calling with an SARREP.”

Line 1: TYPE OF REPORT: (Select one of the following).

EXECUTION (for initial report).

IN-PROGRESS (for update reports).

COMPLETED

TERMINATED (SAR has ceased and will not be resumed).

SUSPENDED (SAR is discontinued and objective was not recovered).

Line 2: RCC SAR MISSION NUMBER: (Enter the RCC SAR mission number).

Line 3: ANG MISSION NUMBER: (Provided by ANG Air Operations Center when unit initiates mission execution report).

Line 4: CALL SIGN: (Call sign of disabled or lost aircraft, ship, or other).

Line 5: LOCATION: (Location of SAR incident using bearing and range, latitude/longitude, or place name).

Line 6: PERSONNEL STATUS: (Number and status of personnel involved in incident, e.g., missing, recovered, deceased, unknown).

Line 7: NARRATIVE: (For initial report provide time mission was activated. For all reports provide all amplifying data available as of time of report. On final report provide total sorties flown, total number and type of aircraft used, and cumulative flying hours).

3.3.14. (Added) (ANG) Active Air Defense Scramble Report. When ANG alert aircraft are requested (real world) to scramble and intercept any unidentified target (military or civilian), ANG units supporting a pure air defense role will contact the ANG Air Operations Center and provide a voice report using an Active Air Defense Scramble Report voice template. Use this template for initial scramble reports and post flight reports. The post flight mission report will fully summarize the intercept details.

Active Air Defense Scramble Voice Report Template:

“This is {Rank/Name} from the {Unit/DSN} calling with an Active Air Defense Scramble Report.”

SCRAMBLE REPORT

Line 1: UNIT

Line 2: LOCATION

Line 3: NUMBER/TYPE OF AIRCRAFT

Line 4: SCRAMBLED TIME

Line 5: AIRBORNE TIME

POST FLIGHT REPORT

Line 6: LANDING TIME

Line 7: ON ALERT TIME

Line 8: MISSION REPORT (MISREP) NARRATIVE

**3.4. The OPREP-3 Reports Matrix.** Table 3.1. contains a compilation of reporting criteria that reflect those events/incidents that have been determined to merit the immediate attention of the Director of the ANG. However, it is not all-inclusive or intended to discourage the subjective reporting of events/incidents that the unit commander may deem significant and should be considered a potential HOMELINE report. WHEN IN DOUBT, REPORT IT.

**Table 3.3. (Added) (ANG) The OPREP-3 HOMELINE Reports Matrix, used for the Objective Event/Incident Reporting Criteria.**

RULE	EVENT/ INCIDENT	DESCRIPTION	REFERENCES and REMARKS
H01	Aircraft Mishap (Class “C”)	Any mishap resulting in aircraft damage of \$10,000 but less than \$200,000; and does not meet higher OPREP-3 requirements.	Refer to AFI 91-204.
H02	Airborne Incident (weather related)	Any airborne instances of lightning strikes, hail, or other weather related events resulting in aircraft damage, aircrew injury, or flight control problems.	
H03	Bird Strike	Any bird strike event/incident producing aircraft damage more than \$5,000 and/or aircrew injury.	Refer to AFI 91-204.

<b>RULE</b>	<b>EVENT/ INCIDENT</b>	<b>DESCRIPTION</b>	<b>REFERENCES and REMARKS</b>
H04	Flight Control Problem	Any flight control malfunction resulting in an unexpected, hazardous change of flight altitude, or heading.	Refer to AFI 91-204
H05	Diverts	Aircraft in-flight emergency (IFE) or ground emergencies resulting in aircraft diverts.	
H06	Dropped Object or Cargo Jettisoning	Any dropped object or cargo jettisoning event/incident that does not meet higher OPREP-3 criteria.	Refer to AFI 91-204.
H07	Off-Drop Zone (DZ) Airdrop Mishap	Any off-DZ airdrop event/incident that does not meet higher OPREP-3 criteria.	Refer to AFMAN 10-206. If an off-DZ drop results in death, serious injury, property damage, or is likely to receive media attention, initiate BEELINE reporting.
H08	Civil Aircraft Incident	Any civilian aircraft incident, which occurs on ANG property or under the control of /in airspace controlled by an ANG air traffic control facility/personnel.	Refer to AFI 91-204.
H09	Aeromedical Evacuation Operations	Any use of ANG aircraft or ANG aeromedical crewmembers to support civilian or military aeromedical evacuation operations; any civilian or military request to transport organs or medical supplies.	
H10	Ground Mishap	Any ground mishap resulting in the serious injury of any person (military or civilian) on or off an ANG installation because of ANG operations or involving ANG personnel; and does not meet higher OPREP-3 criteria.	Refer to AFI 91-204.
H11	Property Damage	Damage to ANG property or facilities (other than aircraft) exceeding \$10,000 or significantly affecting mission capability; and does not meet higher OPREP-3 criteria.	Refer to AFI 91-204.

<b>RULE</b>	<b>EVENT/ INCIDENT</b>	<b>DESCRIPTION</b>	<b>REFERENCES and REMARKS</b>
H12	Environmental Mishap (Fuel Spill or Toxic Substance Release)	Any environmental mishap (fuel spill, release of toxic substance, etc.) which requires notification to local or state agencies; and does not meet higher OPREP-3 criteria.	
H13	Bomb Threat	Any bomb threat made against an ANG installation; and does not meet higher OPREP-3 criteria.	Refer to AFI 31-210. If an explosive device is detected or explodes; or seriously degrades mission capability, initiate OPREP-3 BEELINE reporting.
H14	Criminal Activity	Criminal activity in which felony charges are made or pending against an ANG member.	Do not include name or SSN of individuals involved in criminal activity.
H15	Death	Death of any individual, regardless of duty status, on or off an ANG installation; and does not meet higher OPREP-3 criteria.	Include cause of death, if suicide, means of death, unit/squadron, duty status, gender, age, rank, marital status, children, residence, and any previous records of problems in the report.
H16	Air Defense Sector Shutdown/ Expansion	Shutdown/expansion of any Air Defense Sector due to non-mission capability.	Provide cause, Estimated Time Return Operational (ETRO), and agency declaring air sovereignty in interim.
H17	Power Outages (Airfield)	Unscheduled power outages that disrupt airfield operations.	Provide time of system outage, projected restoration time, and cause. Identify system affected by outage.
H18	Inspection Team Arrival	The arrival of any higher headquarters IG/ORI/NSI/HSI or auditing teams inspecting the unit.	Refer to AFI 90-201. Include type of team, arrival time, type of inspection (include phase), team chief's name and rank, number of team members, scheduled outbrief date, and scheduled departure date.
H19	Miscellaneous	Any event or incident deemed to be of interest to the Director, ANG.	Coordinate with the ANG Air Operations Center.

### 3.6. Report Submission.

3.6.1.3. (Added) (ANG) ANG units will submit OPREP-3 voice reports as soon as possible to the ANG Air Operations Center using voice formats contained in AFPAM 10-709V1CD, and reference rule number used to report the incident. 1AF-gained units are an exception and will contact the applicable Air Defense Sector through the NORAD Alerting System (NAS). However, the ANG Air Operations Center will be included as a conferee on the voice report. All other reporting procedures contained in this instruction apply to 1AF-gained units.

3.6.5. To assist units in report preparation, all units are encouraged to fax the OPREP-3 record copy report to the ANG Air Operations Center for review prior to message transmission. The ANG Air Operations Center will provide guidance in message format and content.

### **3.7. Report Format and Contents.**

3.7.3. (Added) (ANG) The TIMELOC (Time Location) set of the OPREP-3 annex requires a report status, which must be entered. The acceptable entries are "INIT" "FOLUP" and "FINAL". All OPREP-3 reports must be closed with a "FINAL" report. If the initial report will also be the final report, the report status should be "INIT," and the last line of the message text should state THIS IS A FINAL REPORT.

3.7.4. (Added) (ANG) ANG Air Operations Center Plain Language Address (PLA):

ANG ANDREWS AFB MD//DOC//

**3.8. Report Numbering.** Command posts will maintain separate numbering logs for each type of actual OPREP-3 (PINNACLE, BEELINE and HOMELINE) report.

**3.9. Exercise Reports.** Command posts will maintain separate numbering logs for each type of exercise OPREP-3 (PINNACLE, BEELINE and HOMELINE) report.

**PAUL A. WEAVER, JR.**  
**Major General, USAF**  
**Director, Air National Guard**

**OFFICIAL**

**DEBORAH GILMORE**  
**Chief**  
**Support Services**

**Attachment**  
**References**

**Attachment*****References:***

AFMAN 10-206, *Operational Reporting*

AFPAM 10-709, Vol 1, CD, *US Message Text Formatting (FOUO)*

AFI 31-210, *The Air Force Antiterrorist Protection (AT/FP) Program Standards*

AFMAN 91-201, *Explosive Safety Standards*

AFI 91-204, *Safety Investigations and Reports*